Payroll4Free Software Payroll

Payroll Processing

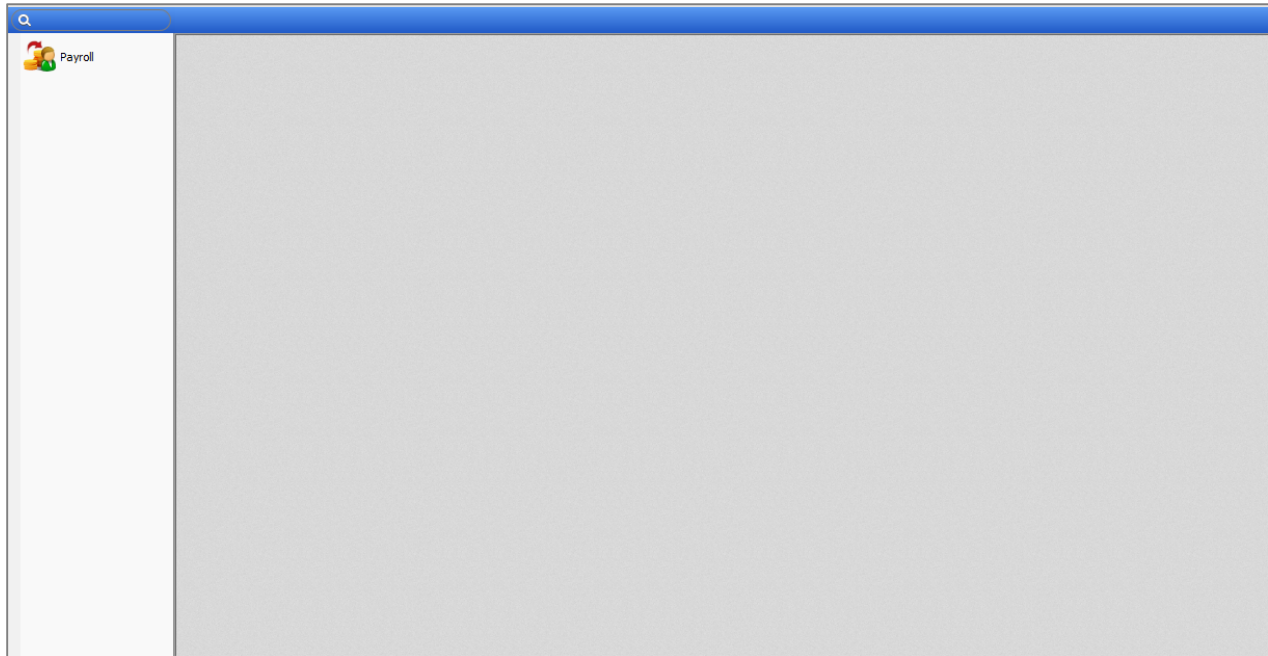# Instructional and Informational Guide

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Log-in to P4F software (select **P4F Production** from Connection drop down) **<select company>**

Click on **Payroll tab (top left of screen)**

Looking at **Normal Processing** section, there are 3 separate Icons to choose from:

- **PR Explorer**
- **Reprint Checks**
- **Employee Time Journal (Not currently Using for P4F clients)**

Double click on the **PR Explorer** on the main screen of Normal Processing to open PR Explorer.

To create a Payroll batch, click the **NEW** button and a box will appear on the screen prompting the user to select batch type.

Payroll Batch – this is the first screen the user will see when it comes to creating a payroll batch.

- **Manual Entry** – if you are manually entering employees' hours **<system default>**

- **Import Time Clock** – if you are importing employees' hours from a time clock

Click the **Next** button to go to the next screen.

The following screen is displayed.

Batch specific details are entered:

Pay Period – this will be determined from the Default Pay Period set in the PR Module Master

Period Beginning Date – the beginning date of the pay period

Period Ending Date – the end date of the pay period

Check Date – the date the checks/direct deposits will be effective

Payroll of Month – this will be determined from the Default Pay Period set in the PR Module Master. You will need to determine which pay of the pay cycle you are entering employee hours. *Ex: if Pay Period is set as Bi-Weekly – there may be three pay periods in a month, denote which pay this batch is in*

Current Period Days – how many days of pay period are in current period *<normally all days>*

Regular Hours – how many regular hours in this pay period

Prior Period Days – how many days of pay period are in prior period *<normally zero>*

Holiday Hours – how many holiday hours in this pay period

Cash Credit – enter Cash Credit Account used for Payroll *(default set up in PR Module Master)*

Description – description specific to payroll batch *<normally blank on scheduled payrolls>*

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Employee Filter

Pay Type – select which employee types are to be included in this payroll batch

> **H-** Hourly
>
> **S –** Salary
>
> **B –** Both

Department – select which departments are to be included in this payroll batch

> All Departments or individually select departments from drop down menu

Order By

> Employee Name – sort order by employee name
> Employee ID – sort order by employee ID number
> Department + Employee Name - sort order by department then employee name
> Department + Employee ID - sort order by department then employee ID number

Accept Batch with Defaults – allow the system use the default entries made in the master file set up during the input of employee hours

Manual Enter Employee Info – manually enter the employee information

After all the information has been entered for this payroll batch, click the **ACCEPT BATCH** button.

The following screen is displayed.

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| Payroll / Batch | Cleveland Rocks, Inc. | | | | | | | × |

Payroll Batch: 1000084 Check Date: 04/04/2014 (B - Bi-Weekly)

| Check # | Employee (click on the name to select) | | Periods | Payroll Specifics... | Withholding Info... | View Log... | Skip This Employee |
| 1 | Franklin, Aretha | | 1 | | | | |

Earnings

Earning	Hours	Amount			
[100] Administrative					
[E] Holiday	0	0.00			
[E] Vacation	0	0.00			
[E] Sick Pay	0	0.00			
[E] PTO	0	0.00			
[E] Bonus Earns	0	0.00			
[E] Commission Earns	0	20.00			
[E] Retroactive Earns	0	0.00			
[E] Other Earns	0	0.00			
[E] Mileage Earns	0	0.00			
[E] Salary	0	1,700.00			

Earning Category	Hours	Amount	Hours Available
[E] Holiday	0	0.00	-68
[E] Vacation	0	0.00	72
[E] Sick Pay	0	0.00	32
[E] PTO	0	0.00	32
[E] Bonus Earns	0	0.00	
[E] Commission Earns	0	20.00	
[E] Retroactive Earns	0	0.00	
[E] Other Earns	0	0.00	
[E] Mileage Earns	0	0.00	
[E] Salary	0	1,700.00	
Total	**0**	**1,720.00**	

| Update Split Salary | | Go To Deductions | Accept & Go To Next Employee |
| | | | Accept & Exit |

You will now proceed with entering the employee payroll information for this pay period.

Payroll Batch Entry - Where you enter the employee information specific to this pay period.

The Payroll entry will allow you to enter/modify the following information for each employee:

Earnings, Deductions, Employer Taxes, Benefits, Direct Deposit.

At the top of the screen you will see the **Payroll Batch #** and **Check Date**. This is assigned by the system when you entered the payroll specific information on the previous screen.

Check # - this will allow you to create more than one check for this employee within the current batch. If you need to assign another check, click in the **Check #** box, a system message will appear: *"Would you like to create one more check for this employee within the current batch?"* YES/NO. If you select YES, a confirmation message will appear on screen*: "The check has been changed. Accept changes? YES/NO*

Employee – this will allow you to select an employee and check from a selection window. You can select the employee and check you want to work on within this batch. You can create a new check for this employee by clicking on the **New Check** button or you can delete a check by for this employee by clicking on the **Delete Check** button.

The following screen is displayed.
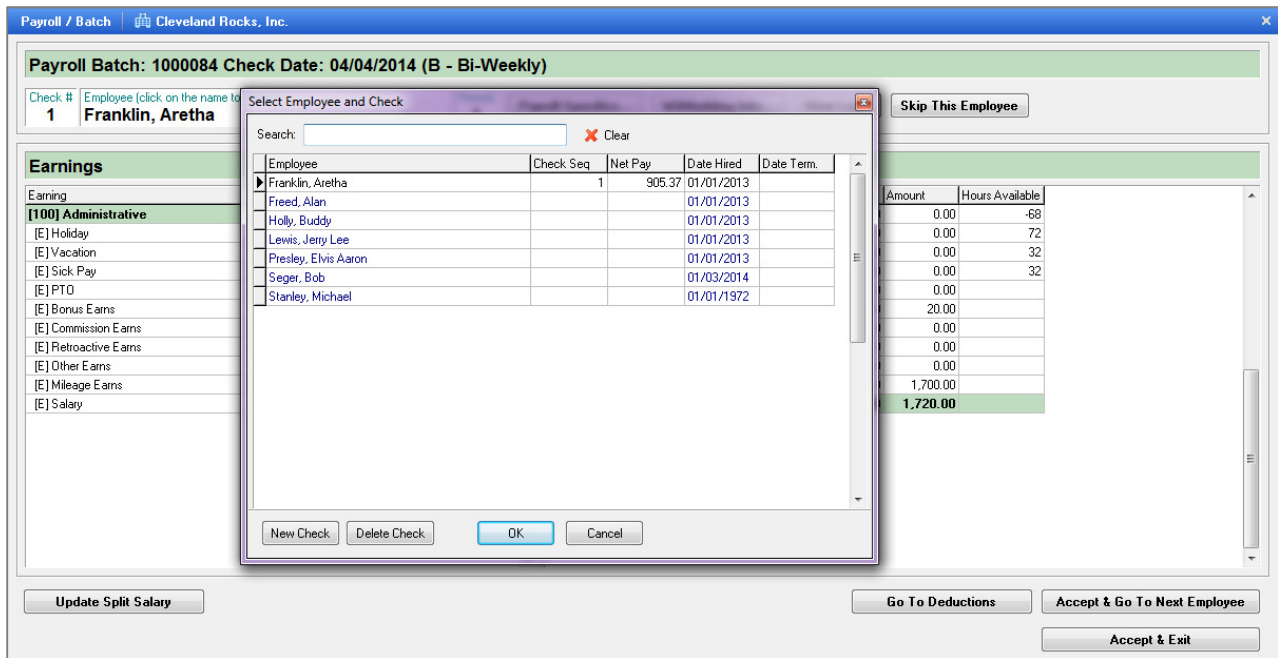
Pay Periods - determine which pay of the pay cycle you are entering employee hours.

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| Payroll / Batch | Cleveland Rocks, Inc. | | | | ✕ |

Payroll Batch: 1000084 Check Date: 04/04/2014 (B - Bi-Weekly)

Check # | Employee (click on the name to select) | Periods | [Payroll Specifics...] [Withholding Info...] [View Log...] [Skip This Employee]
1 | Franklin, Aretha | 1 |

Earnings

Earning	Hours	Amount				Earning Category	Hours	Amount	Hours Available
[100] Administrative			🏠	✚		[E] Holiday	0	0.00	-68
[E] Holiday	0	0.00				[E] Vacation	0	0.00	72
[E] Vacation	0	0.00				[E] Sick Pay	0	0.00	32
[E] Sick Pay	0	0.00				[E] PTO	0	0.00	32
[E] PTO	0	0.00				[E] Bonus Earns	0	0.00	
[E] Bonus Earns	0	0.00				[E] Commission Earns	0	20.00	
[E] Commission Earns	0	20.00				[E] Retroactive Earns	0	0.00	
[E] Retroactive Earns	0	0.00				[E] Other Earns	0	0.00	
[E] Other Earns	0	0.00				[E] Mileage Earns	0	0.00	
[E] Mileage Earns	0	0.00				[E] Salary	0	1,700.00	
[E] Salary	0	1,700.00				**Total**	**0**	**1,720.00**	

[Update Split Salary]   [Go To Deductions] [Accept & Go To Next Employee]

[Accept & Exit]

Payroll Specifics – if you need to make changes to the employee's pay earnings, deductions and benefits. This is a shortcut to the Employee Payroll Specifics on the Company File Maintenance screen.

Withholding Info – if you need to make changes to the employee's exemptions. This is a shortcut to the Employee's Withholding Information on the Company File Maintenance screen.

Skip This Employee – click this button to move to the next employee

Earnings – will list all the earnings for the specified employee under the home department. The home department of the employee will be noted by the 🏠 icon.

Employee may have worked in multiple departments; in that case, you can add another department by clicking the ✚ button. This will bring up a selection screen to select the additional department the employee worked in.

Hours – will list the hours the employee worked for this pay period

Earnings Category – will list all the earnings for the specified employee for this pay period

Hours – will list the hours for each earnings category for this pay period

Amount – will list the dollar amount and/or hours used for each earnings category for this pay period

After entering/changing the information in the **Hours** and/or **Amount** columns, you can right click in the column and a **Recalculate** option will appear on screen to recalculate the information.

Accept & Go to Next Employee button – will process the specified employee's record and go to the next employee record

Accept & Exit button – will process the specified employee's record and exit out of the Payroll batch

Go to Deductions button – will process the specified employee's earning information and go to the deduction screen for the specified employee.

The following screen is displayed.

Deductions – will list all the deductions and amounts for the specified employee

Category/Amount – will summarize the employee's Gross Pay total, Deductions total, Employee Taxes total, Direct Deposit amount, Net Pay amount, Employer Taxes total and Benefits total (if any) for this employee's check for this pay period.

After entering/changing the information in the **Amount** column, you can right click in the column and a **Recalculate** option will appear on screen to recalculate the information.

Accept & Go to Next Employee button – will process the specified employee's record and go to the next employee record

Accept & Exit button – will process the specified employee's record and exit out of the Payroll batch

Go back to Earnings button **–** this will allow you to go back to specified employee's earning information to make any changes

Go to Employer Taxes button – will process the specified employee's deduction information and go to the employer' tax screen for the specified employee.

The following screen is displayed.

Payroll / Batch	🏛 Cleveland Rocks, Inc.						✕

Payroll Batch: 1000084 Check Date: 04/04/2014 (B - Bi-Weekly)

Check #	Employee (click on the name to select)	Periods				
1	Franklin, Aretha	1	Payroll Specifics...	Withholding Info...	View Log...	Skip This Employee

Employer Taxes

Employer Tax	Amount		Category	Amount	
[R] FICA	102.92		Gross Pay	1,720.00	
[R] Medicare	24.07		Deductions	(217.00)	
[R] FUI	0.00		Employee Taxes	(397.63)	
[R] SUI	9.60		Direct Deposits	(200.00)	
[R] WC	0.00		**Net Pay**	**905.37**	
			Employer Taxes	**(136.59)**	
			Benefits	**(51.60)**	

Go To Benefits   Accept & Go To Next Employee
Go Back To Deductions   Accept & Exit

Employer Taxes – will list all the employer taxes and amounts for the specified employee

Category/Amount– will summarize the employee's Gross Pay total, Deductions total, Employee Taxes total, Direct Deposit amount, Net Pay amount, Employer Taxes total and Benefits total for this employee check for this pay period

After entering/changing the information in the **Amount** column, you can right click in the column and a **Recalculate** option will appear on screen to recalculate the information. The information that was manually entered or changed will appear on the screen in red to indicate a change.

Accept & Go to Next Employee button – will process the specified employee's record and go to the next employee record

Accept & Exit button – will process the specified employee's record and exit out of the Payroll batch

Go back to Deductions button **–** this will allow you to go back to specified employee's deduction information to make any changes

Go to Benefits button – will process the specified employee's employer tax information and go to the benefits screen for the specified employee.

The following screen is displayed.

Benefits – will list all the benefits and amounts for the specified employee

Category/Amount– will summarize the employee's Gross Pay total, Deductions total, Employee Taxes total, Direct Deposit amount, Net Pay amount, Employer Taxes total and Benefits total for this employee check for this pay period

After entering/changing the information in the **Amount** column, you can right click in the column and a **Recalculate** option will appear on screen to recalculate the information.

Accept & Go to Next Employee button – will process the specified employee's record and go to the next employee record

Accept & Exit button – will process the specified employee's record and exit out of the Payroll batch

Go back to Employer Taxes button **–** this will allow you to go back to specified employee's employer tax information to make any changes

Go to Direct Deposit button – will process the specified employee's benefits information and go to the direct deposit screen for the specified employee.
The following screen is displayed.

Bank Name – will list all the banks the employee has set up for direct deposit

Percentage – will show the percent amount of the check that is being deposited into the account for the specified employee's account. If the amount is a flat dollar amount there will be nothing listed in this column.

Amount – will list the actual dollar amount that is being deposited into the account for the specified employee's account

After entering/changing the information in the **Percen**t and/or **Amount** column, you can right click in the column and a **Recalculate** option will appear on screen to recalculate the information.

Go back to Benefits button **–** this will allow you to go back to specified employee's benefit information to make any changes

Accept & Go to Next Employee button – will process the specified employee's record and go to the next employee record

Accept & Exit button – will process the specified employee's record and exit out of the Payroll batch

After you have completed entering in all the employees' information for this Payroll Batch, you can click the   **Post** from the Payroll Batch screen.

The system will generate a **Payroll Pre-Posting Report** of the employees' information entered for the specified pay period.

The **Payroll Pre-Posting Report** will contain the following   information as listed on the screen below:

The **Earnings report** will list the following information in for each employee: **Employee ID, Employee Name, Period Ending, Social Security number, F/P, Type, Frequency, Federal Tax, E.I.C., State Tax, Rate and Department.**

Cleveland Rocks, Inc.
Preposting Report
Payroll Batch: 1000084 Check Date: 04/04/2014 (B - Bi-Weekly)

Employee ID	Employee Name	SSN	Gross	Taxable Gross	Percent	Tax Withheld	Tax Liability
FEDERAL TAXES							
FUI							
3	Franklin, Aretha	333-33-3333	1,720.00				
			1,720.00	0.00	0.60	0.00	0.00
940 Total						0.00	0.00
FIT							
3	Franklin, Aretha	333-33-3333	1,720.00	1,585.00		186.74	
			1,720.00	1,585.00		186.74	186.74
FICA EE							
3	Franklin, Aretha	333-33-3333	1,720.00	1,660.00		102.92	
			1,720.00	1,660.00	6.20	102.92	102.92
FICA ER							
3	Franklin, Aretha	333-33-3333	1,720.00	1,660.00			102.92
			1,720.00	1,660.00	6.20	0.00	102.92
Social Security Wages			1,720.00	1,660.00		102.92	205.84
MCR EE							
3	Franklin, Aretha	333-33-3333	1,720.00	1,660.00		24.07	

The **Payroll Tax – Detail report** will list the following information in for each employee:

Employee ID,

Employee Name

Social Security number

Gross – personal income before taxes

Taxable Gross – gross income less allowable tax deductions

Percent – percentage amount of tax deduction

Tax Withheld – government required withholding tax on employment income

Tax Liability – total amount of tax a company is legally obligated to pay

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Payroll / Batch Posting	SIMON'S AUTO SERVICE INC.							×
Zoom 100%	4		Print Print All	Setup.. Export	Post Cancel			

Employee ID	Employee Name	SSN	Gross	Taxable Gross	Percent	Tax Withheld	Tax Liability
Medicare Wages			1,150.00	1,150.00		16.68	33.36
941 Total						148.19	236.17
STATE TAXES							
WC							
045	Abboud, Joe	288-96-6350	670.00	670.00			15.11
023	Callahan, Shawn	279-86-8709	480.00	480.00			10.83
			1,150.00	1,150.00		0.00	25.94
WC Total						0.00	25.94
SIT							
045	Abboud, Joe	288-96-6350	670.00	670.00		17.33	
023	Callahan, Shawn	279-86-8709	480.00	480.00		9.58	
			1,150.00	1,150.00		26.91	26.91
SIT Total						26.91	26.91
SUI							
045	Abboud, Joe	288-96-6350	670.00	670.00			5.36
023	Callahan, Shawn	279-86-8709	480.00	480.00			3.84
			1,150.00	1,150.00	0.80	0.00	9.20
SUI Total						0.00	9.20
CITY TAXES							
LIT							
045	Abboud, Joe	288-96-6350	670.00	670.00		13.40	
023	Callahan, Shawn	279-86-8709	480.00	480.00		9.60	
			1,150.00	1,150.00	2.00	23.00	23.00
LIT Total						23.00	23.00
Report Total						198.10	328.12

The **Payroll Tax – Summary report** will list the all the taxes and the total amounts for each tax.

Gross – personal income before taxes, **Taxable Gross** – gross income less allowable tax deductions, **Percent** – percentage amount of tax deduction, **Tax Liability** – total amount of tax a company is legally obligated to pay.

Payroll / Batch Posting | 🏛 Cleveland Rocks, Inc. | ✕

Zoom 100% ▾ | ◀ 5 ▶ ▶| | | Print | Print All | Setup.. | Export | ✓ Post | ✕ Cancel

Cleveland Rocks, Inc.
Preposting Report
Payroll Batch: 1000084 Check Date: 04/04/2014 (B - Bi-Weekly)

Employee Name	Gross	Taxable Gross	Percent	Tax Liability
FEDERAL TAXES				
FUI	1,720.00	0.00	0.60	0.00
940 Total				**0.00**
FIT	1,720.00	1,585.00		186.74
FICA EE	1,720.00	1,660.00	6.20	102.92
FICA ER	1,720.00	1,660.00	6.20	102.92
Social Security Wages	**1,720.00**	**1,660.00**		**205.84**
MCR EE	1,720.00	1,660.00	1.45	24.07
MCR ER	1,720.00	1,660.00	1.45	24.07
Medicare Wages	**1,720.00**	**1,660.00**		**48.14**
941 Total				**440.72**
STATE TAXES				
WC				
WC	1,720.00	0.00		0.00
WC Total				**0.00**
SIT				
IN State Income Tax	1,720.00	1,585.00	3.40	50.62

The **PY GL Journal Report** will list all **General Ledger** accounts used in Payroll with the amount in the debit/credit column. Any accounts used for accrual processing will show the amounts for current and next month.

Payroll / Batch Posting | 🏛 Cleveland Rocks, Inc. | ✕

Zoom 100% ▾ | ◀ 6 ▶ ▶| | | Print | Print All | Setup.. | Export | ✓ Post | ✕ Cancel

Cleveland Rocks, Inc.
Preposting Report
Payroll Batch: 1000084 Check Date: 04/04/2014 (B - Bi-Weekly)
Entries were accrued for 0 current period days, 14 prior period days.

| Account | Apr, 2014 | | Mar, 2014 | |
	Debit	Credit	Debit	Credit
[1010.00] Operating--Checking Account		1,105.37		
[2030.00] Wages Payable	1,322.37			1,322.37
[2063.00] Accrued Payroll Taxes				450.32
[2064.00] Payroll Tax W/H - State Tax				83.90
[2200.00] Misc. Deductions		82.00		
[2300.00] Employee 401K Deduction		75.00		
[2350.00] Co Match 401K Payable				51.60
[2400.00] Med 125 Deduction		60.00		
[6100.00] Operations Wages			1,720.00	
[6201.00] FICA Tax			102.92	
[6202.00] Medicare Tax			24.07	
[6220.00] State Unemployment Tax			9.60	
[6350.00] 401K Co Match Expense			51.60	
Totals:	**1,322.37**	**1,322.37**	**1,908.19**	**1,908.19**

The **Check Register report** will show the employee check information.

If you click on an employee name an image of the employee's pay stub / check will display.

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The **Payroll Direct Deposit report** will show all the employees that are set up with direct deposit along with the **Deposit Amount, Bank Name, Account Number** and **Routing Number** for each employee.

After the user reviews the **Pre-Posting Report** and confirmed all the information is correct, the user will check the ✔ **Post** button to post the transactions. If there is a problem on the **Pre-Posting Report**, the user will select ✗ **Cancel** and go back into the transactions and make the appropriate change(s) to the transaction(s) requiring corrections. After all corrections have been made the user will repeat the posting process.

You can now print the Payroll checks for this Payroll batch from this processing step.

The following screen is displayed.

At the top of the screen you will see the **Payroll Batch #** and **Check Date**, this batch identification information for the checks you are about to print.

Bank Account – system will display the bank account information for the payroll checks

Next Check No – system will display the next check number assigned to print

Change Next Check No - if the check number is incorrect, click in the **Next Check No** box and enter in the correct check number for this check, then click the **OK** button.

Printer – system will display the printer the payroll checks will print on

Print Checks – will display the number of payroll checks to print on actual check forms

Print Electronic Transfers – will display the number of vouchers to print on plain paper for direct deposits

The system will prompt you with a message before printing the checks to **"Please make sure to load checks into the printer."** You will notice multiple options to print the checks:

Print All – the system will print ALL check listed on the screen

Print Selected – the system will only print checks you selected to print

Change No – the system will allow you to check the Check No

Skip – the system will allow you to skip check numbers

Skip Range – the system will allow you to skip a range of check numbers

After you selected the appropriate print option, the system will show the progress of the print queue by placing a black arrow beside the check that it is currently printing.

This is a Print Preview of the actual Payroll check the system will print on your payroll check forms loaded into the printer.

Under **Normal Processing** double click on **Reprint Checks** to open Reprint Checks.
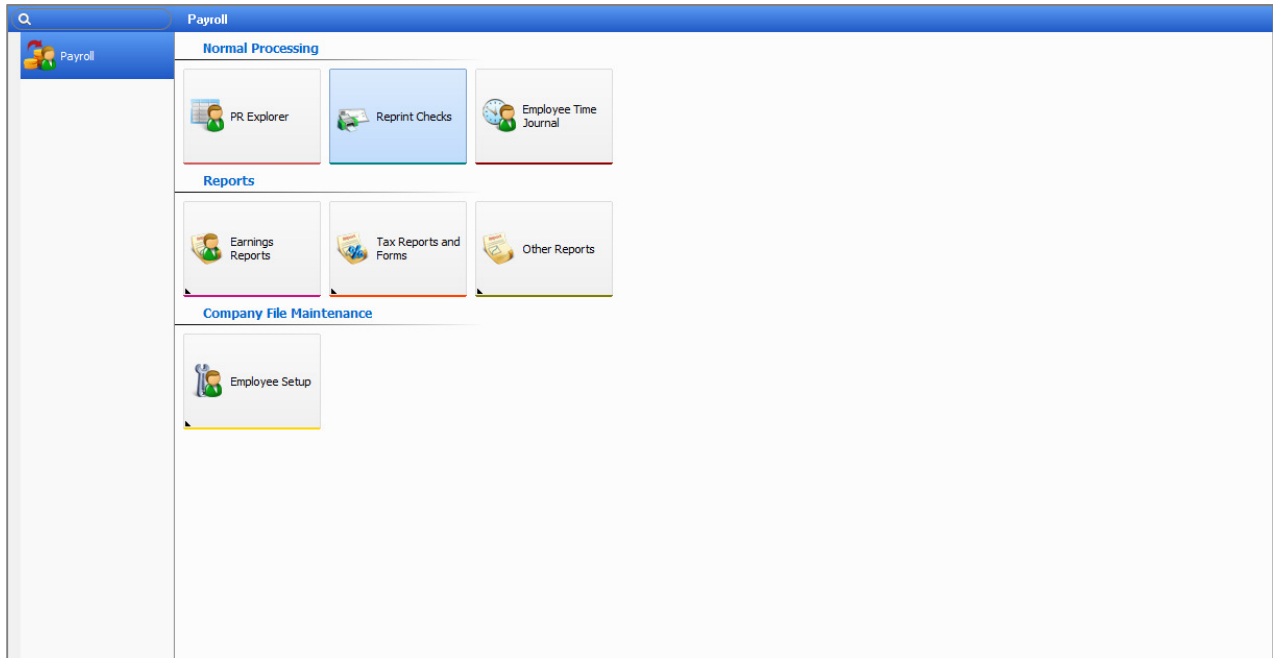
The following screen is displayed.
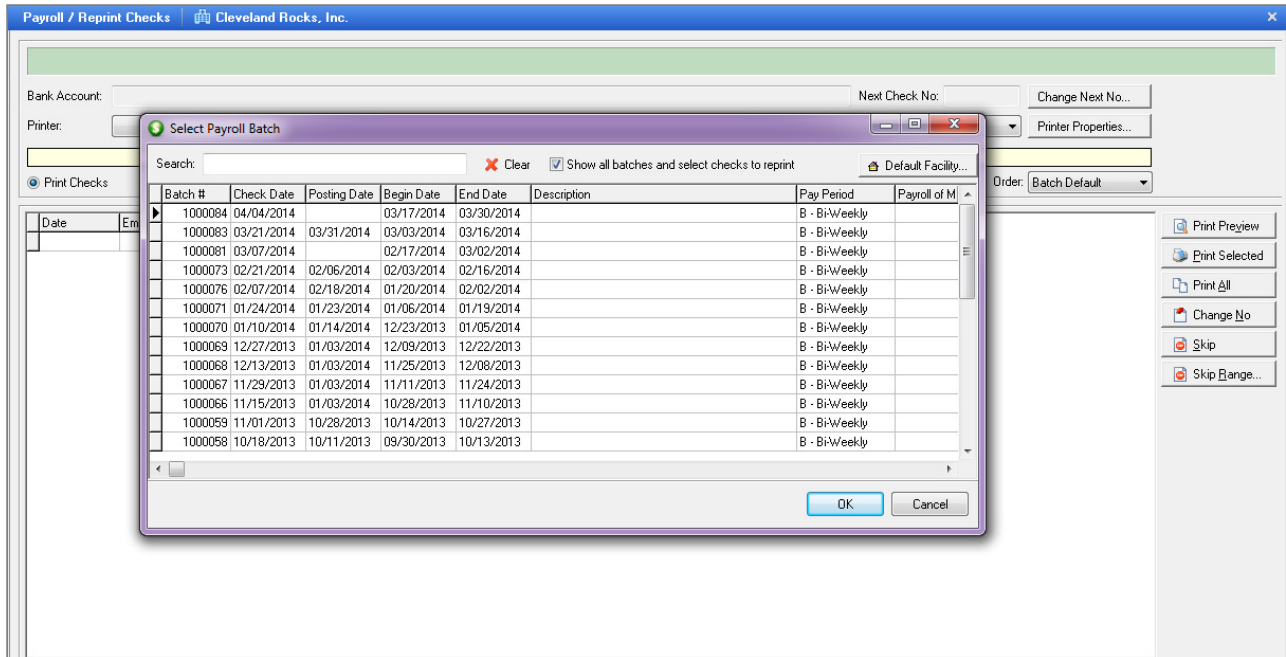
Select the Payroll batch of the checks to reprint, click the **OK** button. If the batch does not appear on the screen, click the box Show all batches and select checks to reprint. Additional batches will appear in the selection window.

Once the batch is selected the following screen is displayed.

At the top of the screen you will see the **Payroll Batch #** and **Check Date**, this batch identification information for the checks you are about to print.

Bank Account – system will display the bank account information for the payroll checks

Next Check No – system will display the next check number assigned to print

Change Next Check No - if the check number is incorrect, click in the **Next Check No** box and enter in the correct check number for this check, then click the **OK** button.

Printer – system will display the printer the payroll checks will print on

Change Batch – will show the Select Payroll Batch screen to select another payroll batch to print checks

Default Facility – used to move between facilities if your facility is part of an enterprise using P4F software **<normally not used>**

Print Checks – will display the number of payroll checks to print on actual check forms

Print Electronic Transfers – will display the number of vouchers to print on plain paper for direct deposits

The system will prompt you with a message before printing the checks to *"Please make sure to load checks into the printer."* You will notice multiple options to print the checks:

Print All – the system will print ALL check listed on the screen

Print Selected – the system will only print checks you selected to print

Change No – the system will allow you to check the Check No

Skip – the system will allow you to skip check numbers

Skip Range – the system will allow you to skip a range of check numbers

After you selected the appropriate print option, the system will show the progress of the print queue by placing a black arrow beside the check that it is currently printing.

If the checks did not print properly, you would select NO to the message *"Did the checks print properly"* and the following message would appear on screen to select the checks that did not print properly. Select all the checks that did not print properly. Check the **Generate new numbers** if you need to print the checks with a new check number. Then check **Start from Check No** box to indicate to the system that the new starting check number will be. Click the **Done** button.

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Void a Payroll Check(s):

To void a Payroll check, the user would go in **PR Explorer**, change button from *Current Period* to display *All Transactions*, select the payroll batch that contains the payroll check(s) to be voided. Click on **View/ Edit Checks** button.

The following screen is displayed:

Click on the **Employee name** field and from the drop down find the employee for the check that needs to be voided. The user would click the Void Check button at the top right of the screen.

The following screen is displayed.
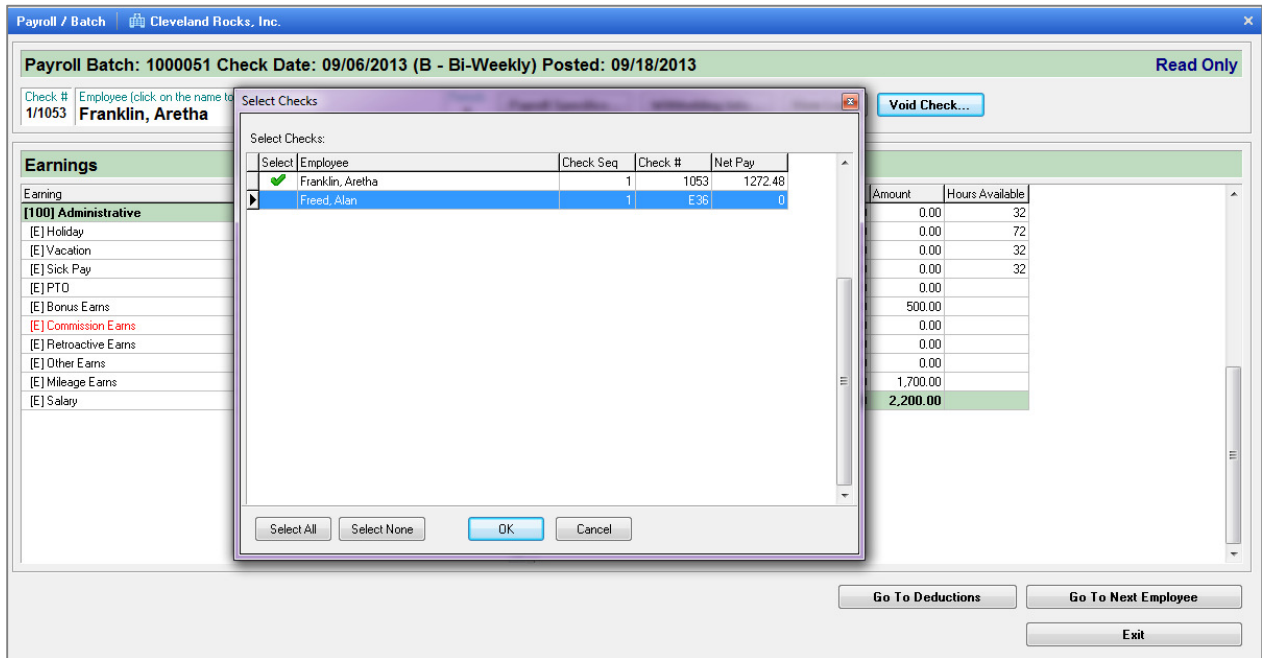
The user will select the check(s) the user wants to void in the system. After the check(s) have

been selected, click **OK**. The checks that have been selected to be voided will have a ✔ beside

them.

The following screen is displayed.
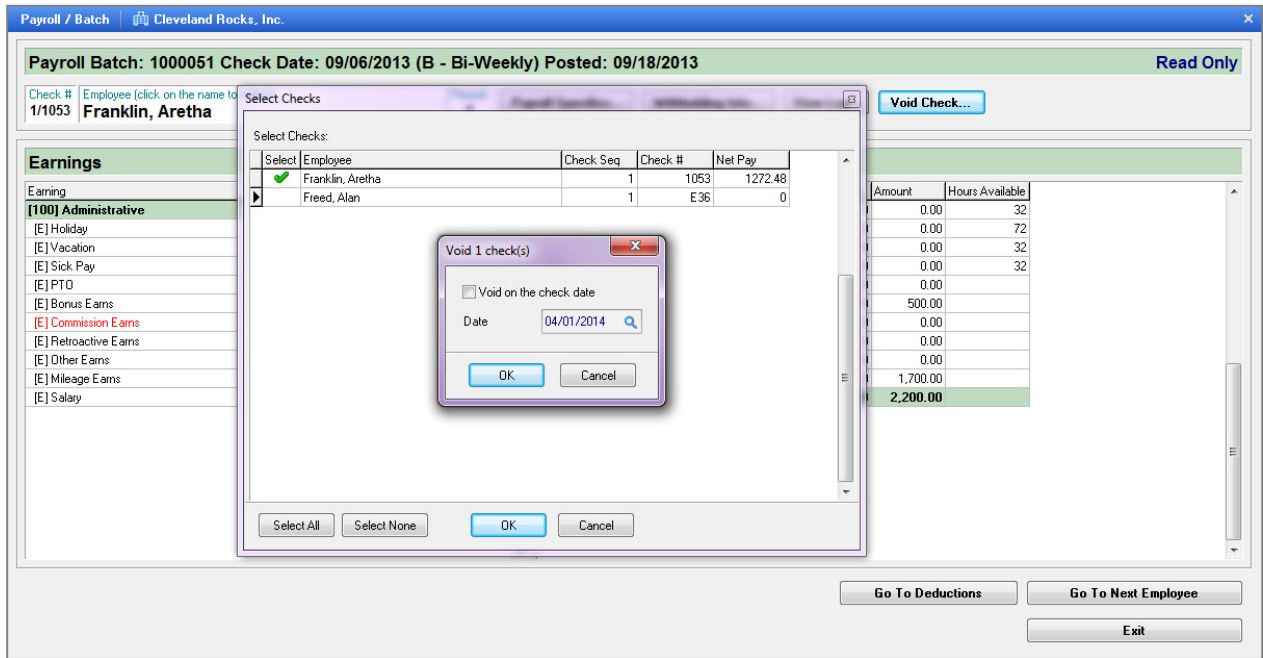
A message will appear on the screen indicating how many checks were selected to be voided in the system and also prompting the user to enter a date of the voided check batch. The system will default to the current date. After the appropriate date has been entered in, click **OK.**

The following screen is displayed.

A confirmation message will appear on the screen *"Would you like to see/print the Posting Report?"*

Click **Yes**, if you want to see/print the posting report or click **No,** if you do not want to see/print the posting report.